LIPA
THE LIVERPOOL INSTITUTE FOR PERFORMING ARTS

2012 entry

Interview guidelines

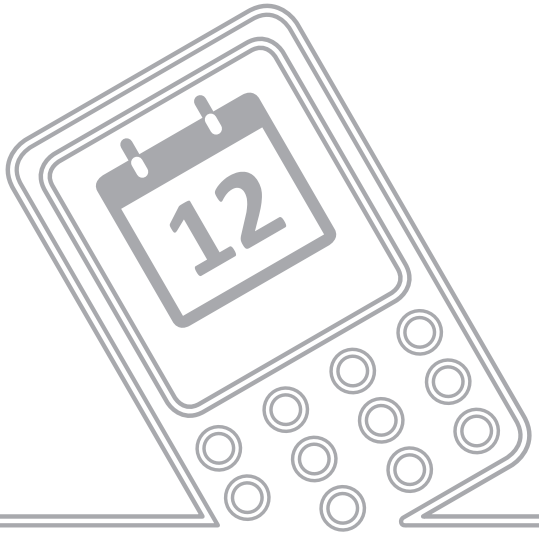
BA (Honours) Music, Theatre and Entertainment Management

Congratulations on getting through to the interview stage at LIPA. We understand how nerve-wracking the prospect of attending an interview can be, so please read through these guidelines carefully. Remember we are interested in finding out about you as an individual, so relax, be yourself and enjoy the day.

We want to achieve equality and diversity. We want to be accessible to everyone and we will make reasonable adjustments if you are disabled. If you have any questions about this, please contact Rob Hughes, our Student Support Manager, on r.hughes@lipa.ac.uk or +44 (0)151 330 3013.

This information can be made available in other formats – please let us know about any specific needs you have.

The Liverpool Institute for Performing Arts,
Mount Street, Liverpool, L1 9HF
www.lipa.ac.uk



Interview programme

9.45 – 10.00
Registration
Pilgrim Street entrance.

10.00 – 10.20
Introduction to Music, Theatre and Entertainment Management at LIPA

10.20 – 10.50
Critical writing exercise

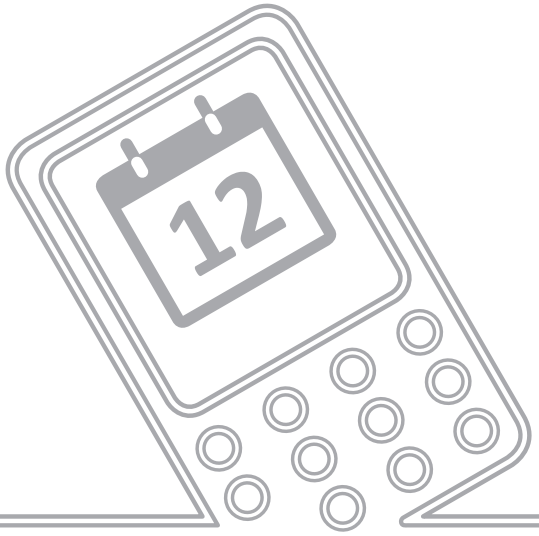
11.00 – 11.30
Numeracy test

11.40 – 12.10
Tour of LIPA building

12.10 – 13.00
Lunch break

13.00 – 14.30
Group interviews
Each candidate gives a short, informal presentation and takes questions and feedback on this.

Times may be subject to change on the day, depending on the number of people attending.



What the interview entails

The BA (Honours) Music, Theatre and Entertainment Management degree is unique and requires a strong commitment to working in an interdisciplinary manner with high levels of initiative and self-motivation. The interview day is a two way process, aiming to offer you the opportunity to discover if our course is right for you, whilst we try to determine whether you have the experience and qualities to benefit from what we have to offer. We hope you enjoy your time with us. We will endeavour to ensure that the whole process is as positive and relaxed as possible. If at any time during the interview day you want clarification on a point or other information, please ask.

Introduction to Music, Theatre and Entertainment Management at LIPA

This introductory session includes an outline of the course.

Critical writing exercise*

We ask you to write a short critique for a piece of art (music, film, theatre, dance, etc) that you have seen/heard recently. The object of the exercise is to assess your written skills and ability to look at something from an objective standpoint.

*If you are normally allowed additional time for examinations, please inform Dave Harrison at LIPA Admissions Dept, tel +44(0)151 330 3116, email d.harrison@lipa.ac.uk, textphone: +44 (0)151 330 3055.

Numeracy test*

This is designed to assess your level of understanding of, and ability to interpret, basic numbers. You are asked to look at some figures, calculate some percentages and make comments about them.

*If you are normally allowed additional time for examinations, please inform Dave Harrison at LIPA Admissions Dept, tel +44(0)151 330 3116, email d.harrison@lipa.ac.uk, textphone: +44 (0)151 330 3055.

Tour of the building

This is a short tour of the LIPA building. It is usually provided by Music, Theatre and Entertainment Management students. You are not being assessed during this. We include it in the event to help give you a better insight into LIPA and our facilities.

Group interview

We usually split the candidates into four groups of around six candidates, who are then placed with one member of the Music, Theatre and Entertainment Management teaching staff.

During the group interviews, you will make a short, informal presentation about a project you have been involved in (you also need to bring a written report about it) and will answer questions about your project. In turn, you will have the opportunity to ask questions and to provide feedback about other candidates' presentations.

We may also ask you some further questions to help you and us assess your suitability for our degree programme.

Preparing your presentation and written report

Please bring two copies of a written report on a project you have undertaken or been involved in recently. The report should be no more than 1,000 words long (and no less than 500) and **must** contain a budget showing how the project was costed and how these costs were met.

Examples of projects might include an event or gig, a theatre or dance performance, a business venture or a school/college event that you managed or promoted. We are looking for evidence that you have played a management role in this project, however small, and that you understand the various stages of project planning and implementation. We are looking for evidence that you are able to evaluate your own role in the project and that you have a basic understanding of costing projects. We are also looking for evidence of your written communication and numeracy skills. The report must be your own work.

You should base your presentation on the project you have written about. This is a short, informal presentation so it should **succinctly** highlight your role within the project and should give some indication of what you learned about yourself as a manager in relation to your specific strengths and weaknesses.

We do not want you to simply read your report out to the group.

What to bring to the interview

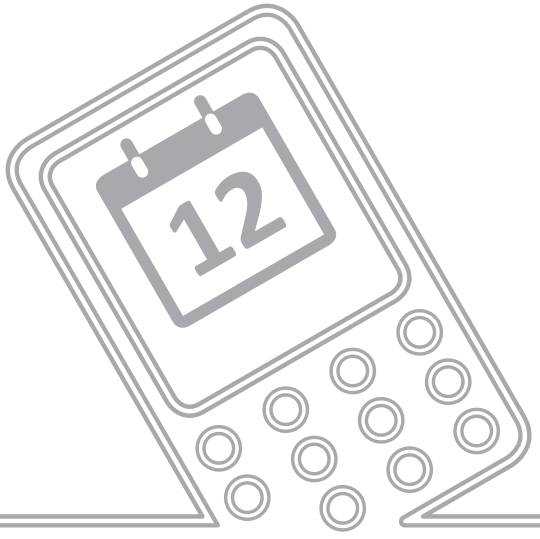
Do not forget to bring two copies of your report and any notes that you need for your short presentation. Please also bring a calculator. We recommend bringing water with you. We have our own cafe on site which is usually open on interview days, although you are also welcome to bring your own packed lunch.

When you will hear from us after the interview

We need time to reflect on the candidates we have seen, so we do not normally tell you the outcome of your interview on the day itself. Typically, we will communicate our decision within three working weeks.

Unfortunately, due to the high volume of applications we receive, if you are not successful we are unable to offer feedback.

Any questions

We wish you the best of luck and hope you enjoy your day with us. In the meantime, if you have any concerns about any aspect of the interview please contact Dave Harrison at LIPA Admissions Dept, tel +44(0)151 330 3116, email d.harrison@lipa.ac.uk, textphone: +44 (0)151 330 3055.

LIPA aims for continual improvement in the applicant experience and welcomes any comments or suggestions you have about our interview process. After the interview, we will therefore email you to ask you to complete an anonymous online survey about your experience with us.